

# VIDEO CAMERA MONITORING, RECORDING & RETENTION POLICY

## 1.0 **PURPOSE**

1.1 The Purpose of this Policy includes:

- a) To assist in the daily operations of the Allen Park Housing Commission in providing a safe and secure environment to the residents and staff at the Leo Paluch Senior Apartment Building.
- b) To promote a safe living environment by deterring criminal activity and reducing the fear of crime.
- c) To assist in the identification of individuals who commit criminal and unsafe acts on persons and/or personal property.
- d) To assist law enforcement agencies with regard to the investigation of any crime that may occur on the property.

## 2.0 **SCOPE**

2.1 The Allen Park Housing Commission recognizes the need to strike a balance between the individual's right to be free from invasion of privacy and the Commission's duty to promote a safe environment for all residents, staff and visitors and to protect Commission and residents' property.

2.2 This policy has been developed to comply with applicable State and Federal legislation.

2.3 The procurement and installation of video cameras and monitoring equipment must be strictly controlled. As such, all video cameras and monitoring equipment procurement and installations will be administered by the Allen Park Housing Commission and Executive Director, or their designates.

## 3.0 **PUBLIC AWARENESS OF CAMERAS**

3.1 Signs will be posted at the entrance to the building and lobby informing the general public of the usage of cameras.

3.2 Covert cameras are not to be installed on the premises, unless there is a demonstrated need to install such cameras to assist the authorities in collecting evidence in a criminal investigation. Such installations will be undertaken only by approval of the Allen Park Housing Commission.

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## 4.0 **LIMITING USE, DISCLOSURE AND RETENTION OF PERSONAL INFORMATION**

4.1 At no time will persons other than those designated by the Allen Park Housing Commission have access to the monitors or to the recordings made in the course of the usage.

4.2 Personal information contained on the recordings shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual, or as required by law.

4.3 Camera(s) shall not be directed towards windows of the residents or location where an individual has a reasonable expectation of privacy.

## 5.0 **CONFIDENTIALITY**

5.1 Video camera monitoring of the Allen Park Housing Commission premises shall be conducted in a professional, ethical and legal manner, and information obtained is to be kept in strictest confidence and retained in a secure place.

5.2 Information obtained through video camera monitoring shall be used exclusively for security and law enforcement purposes and only be released in accordance with this policy.

5.3 The Allen Park Housing Commission has no legal duty or obligation to maintain storage of recorded information in excess of thirty (30) days, unless specifically requested or ordered by a police agency or court.

## 6.0 **SAFEGUARDS**

6.1 Video recordings will be released to proper authorities only when an incident occurs. The Allen Park Housing Commission or their designates, will take control of the recording in question and secure it for evidentiary purposes.

6.2 If a copy of a recording must be made for evidentiary purposes, it must be copied onto a permanent storage medium such as a CD or DVD and physically labeled with the date, time and location of the recorded incident. No copies of monitoring files, other than those needed for back-ups or evidentiary purposes, may be made.

6.3 If the incident appears to be criminal in nature, the Executive Director will contact the appropriate law enforcement agency which will review the recording in their presence and if necessary, turn a copy of the recording over to police.

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## 7.0 AUDITS

7.1 The Allen Park Housing Commission may require that periodic audits are conducted to ensure compliance with this policy.

7.2 The results of each audit will be documented.

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